

**PERSONAL SERVICE CONTRACT FILING CATEGORIES (Institutions of Higher Education Only)**

PERSONAL SERVICE CONTRACTS/AMENDMENTS	FUND SOURCE	OFM REVIEW OR APPROVAL	FILING PERIOD
<b>SOLE SOURCE</b> Contracts and Amendments (singly or cumulatively awarded to a contractor in a fiscal year period by an agency)  \$ 5,000 - \$19,999 ----- \$20,000 or more	State Funds * Non-State Funds ----- State Funds* Non-State Funds	OFM Review ** Filing not required ----- OFM Approval Filing not required	10-working day advance filing N/A ----- 10-working day advance filing N/A
<b>EMERGENCY</b> Contracts and Amendments  \$ 5,000 or more	State Funds *   Non-State Funds	OFM Review **   Filing not required	3-working days from date of execution or start of work, whichever is sooner   N/A
<b>COMPETITIVE</b> Contracts and Amendments (not included in categories below)  \$20,000 or more  <b>COMPETITIVE</b> Contracts and Amendments for: Management Consulting, Organizational Development, Marketing, Communications, Employee Training and Employee Recruiting  \$20,000 or more	State Funds *  Non-State Funds  State Funds * Non-State Funds	OFM Review **  Filing not required  OFM Approval Filing not required	Work may start on or after the working day filed with OFM.  N/A  10-working day advance filing N/A
<b>AMENDMENTS</b> to competitive or sole source contracts that result in the contract amount being GREATER THAN 50% of the original contract value or which constitute a substantial change in the scope of work.  \$ 5,000 (contract, when amended, equals \$5,000 or more)	State Funds * Non-State Funds	OFM Approval Filing not required	10-working day advance filing N/A

\* State Funds for the purposes of filing means dollars which are: (1) appropriated by the Washington State Legislature, and/or (2) allotted by the agency. Non-state funded contracts and amendments in these categories are reported to OFM at the end of each fiscal year.

\*\* If contract amendments in these categories result in the contract exceeding 50% of the original contract amount or if they make a substantial change in the scope of work, the amendment is subject to OFM approval, rather than to review. Such amendments should be filed under the >50% amendment category.

NOTES: 1) Subsection 15.30.10e, lists certain types of amendments that are not subject to filing. 2) Subsection 15.30.90a lists categories of contracts which are not filed with OFM, but are submitted on an annual report to OFM at the end of each fiscal year.